

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

Held

JANUARY 3,

2011

The Fiscal Officer, Nancy White, called the Organizational Meeting to order at 10:00 A.M. with Mr. Spanovich, Mr. Angelou and Mrs. Stewart present.

Also present were:

Jim DeConnick	Fire Chief
Michael Grossman	Asst. Fire Chief/MECC
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Police/Code Officer

The Organizational Meeting for 2011 proceeded as follows:

Res. 01-11: Approve Mr. Spanovich as Chairman of the Board for 2011

The Organizational Meeting began with Mr. Angelou nominating and moving to approve Mr. Spanovich as Chairman of the Board of Trustees for 2011. Mrs. Stewart seconded. Mr. Angelou and Mrs. Stewart voted yea. Mr. Spanovich abstained. Motion carried.

Res. 02-11: Approve Mr. Angelou as Vice-Chairman of the Board for 2011

Mr. Spanovich nominated and moved to approve Mr. Angelou as Vice-Chairman of the Board of Trustees for 2011. Mrs. Stewart seconded. Mr. Spanovich and Mrs. Stewart voted yea. Mr. Angelou abstained. Motion carried.

Res. 03-11: Pay Trustees' and Fiscal Officer's Salaries

Mr. Angelou moved to pay the Trustees' and Fiscal Officer's salaries in equal monthly installments as permitted by the ORC and Resolution #19-81. Payment will be made the end of each month for that month's services. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 04-11: Reimburse Trustees and Fiscal Officer for Expenses

Mr. Angelou made a motion to allow payment of parking and other expenses incurred by the Trustees and Fiscal Officer while on Township business. The dues and subscription for the 2011 Township Association will be paid from the General Fund. Also, mileage, at the rate prescribed by the IRS, will be paid to the Trustees and Fiscal Officer while doing business outside the Township except for travel to the Township office. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 05-11: Adopt Current Regulations on Business Expenses

Mrs. Stewart moved to adopt the current regulations on business expenses modified to conform to the current guidelines established by the ORC and IRS and also the regulations on business travel per diem rates as amended by Res. #147-02. Future modifications will be made to conform with ORC and IRS guidelines as they occur. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 06-11: Approve Holding Regular Meetings on Third Tuesday of Each Month at 3:30 P.M. and Staff Meetings on the First Monday of Each Month at 10:00 A.M. or as Designated

Mrs. Stewart made a motion to hold the Regular Township Meetings on the third Tuesday of each month at 3:30 P.M. and Staff Meetings on the first Monday of each month at 10:00 A.M. or as designated. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 07-11: Adopt Personnel Procedures Evidenced in Employee Handbook

Mrs. Stewart moved to adopt the personnel procedures as evidenced by the Employee Handbook effective January 1, 2009 and revisions thereof. Mr. Angelou seconded. All voted yea. Motion carried.

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Res. 08-11: Approve Offering Insurance Package and Opt-Out Insurance Provisions to Full-time Employees and Elected Officials

Mr. Angelou moved to approve offering the Insurance Package including Health, Dental, Vision and Life and the Opt-Out Insurance Provision to Full-time Employees and Elected Officials. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 09-11: Approve Continuing to Pick-up the Employees Retirement Contributions for OPERS and OPFPF for 2011

Mr. Angelou moved to continue picking up the employees retirement contribution for OPERS and OPFPF for 2011. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 10-11: Approve ORC 505.86 as it Applies to the Rehab of Fire Damaged Properties

Mrs. Stewart moved to approve ORC 505.86 as it applies to the rehab of Fire Damaged Properties. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 11-11: Approve Authorizing Chairman to Sign Contracts or Vice-Chairman in the Absence of the Chairman

Mr. Stewart moved to approve authorizing the Chairman to sign contracts or the Vice-Chairman in the absence of the Chairman. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer then turned the meeting over to Mr. Spanovich, the 2011 Chairman.

Chairman Spanovich continued on with the regular meeting agenda.

TRUSTEES' COMMENTS

Mr. Spanovich wished everyone a Happy New Year and said we have had difficult times in 2010 and it was through the cooperation and effort by all of you that we survived 2010. According to some of the predictions, 2011 might be just as rough as 2010 but if we pull together and do what we have done in the past and recognize that we are here to serve we will survive 2011. He said that all indications show that there will be tremendous strains on the budget due to the failure of our levies which will be evident in 2011. He said our main objective this year will be to meet payroll and maintain our current level until hopefully our levies can pass. Drastic funding cuts in the federal and state levels are hurting local governments and we need to adjust our budgets to reflect this. Mr. Angelou said he agrees and hopefully the people will realize that due to cuts in funding, if our levies do not pass, our level of services may not be able to continue. Mrs. Stewart said that there are some states that are in deep debt and this may result in others ending up in this same situation. Hopefully, Ohio will not become one of them. The Trustees all agreed that we need to pass on this message to our employees so we can all work together to survive 2011.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. A copy of a letter from the Franklin County Board of Zoning Appeals to the owner of 3922 Armuth Ave. was received stating that her variance case for a room addition was conditionally approved if she obtains a certificate of zoning compliance and a building certificate.
2. An e-mail was received from Susan Tilgner, the Franklin County Public Health Commissioner regarding the RFP for the Integrated Mosquito Management Program. She said their goal is to finalize the contract by February 8, 2011.

FISCAL OFFICER'S REPORT – Nancy White said that at the beginning of each year we ask for a Request for Advance of Taxes Collected. She said a motion will be needed if the Trustees want to do this again this year.

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Res. 12-11: Approve to Request for Advance of Taxes Collected for Mifflin Township from the County Auditor as We Have Done in the Past

Mrs. Stewart moved to approve to Request for Advance of Taxes Collected for Mifflin Township from the County Auditor as we have done in the past. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said the present Affiliated Contract was effective in 2009 for a monthly amount that was shared by the General, Fire and MECC funds. She said she does not believe this was included in the Fire and MECC budgets. She said she discussed this with Mrs. Stewart who said she felt we have benefited from their services and it is important to have them on contract for a minimum for our IT meetings and utilizing them for special projects as needed on their hourly rate. After discussion, it was decided that the Fiscal Officer would call Rick Deeds and discuss altering the contract.

The Fiscal Officer said at the last meeting the Trustees authorized her to make transfers as needed with the agreement of the Department Heads to meet expenses for the remainder of the year. She presented the Trustees with the list of the transfers she made and said that some of them were for the payroll that was done last Friday. (See Referral File)

The Fiscal Officer said she put together budget information for the Trustees and Department Heads showing 2011 appropriations, 2010 appropriations and 2010 total expenses. Mr. Angelou said he notices each department appropriated less for gas and gas prices have gone up.

The Fiscal Officer said there is a resident on Drake Road who asked if she could discontinue her trash service as she cannot afford it and only has one bag a week which is taken to the dumpster. After discussion, the Trustees agreed that if we do it for one we would have to do it for everyone in the Township with similar situations.

Res. 13-11: Approve Temporary Appropriations Based on Department Heads Proposed 2011 Budgets

Mr. Spanovich moved to approve the temporary appropriations based on Department Heads proposed 2011 budgets. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich said the budgets will be discussed after Fire and MECC present some items that need approval.

FIRE – Chief DeConnick said that at the last meeting he asked the Trustees to consider his request that the paramedic incentive be incorporated into the base hourly rate of Fire Department members effective January 1, 2011. He said this would help with their retirement.

Res. 14-11: Approve Converting the Paramedic Incentives From a Yearly Lump Sum Amount to an Hourly Rate Compensation as Recommended by the Chief with a Stipulation That the Chief and the Fiscal Officer Determine How to Handle December and Possibly January

Mrs. Stewart moved to approve converting the paramedic incentive from a yearly lump sum amount to an hourly rate compensation as recommended by the Chief with a stipulation that the Chief and Fiscal Officer determine how to handle December and possibly January. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief DeConnick submitted a memo for the Trustees consideration during the next meeting that the longevity incentive be incorporated into the base hourly rate of fire department members effective March 6, 2011 as shown in the memo.

Chief DeConnick said we received an e-mail from Finley Fire Equipment that they feel the value of the 1998 Engine/Rescue 133 would be \$18,000 wholesale and up to \$28,000 retail. He asked the Trustees if they would like to set a reserve amount before he puts it on GovDeals. The Trustees agreed to go with Chief DeConnick's recommendation for the reserve he wants to set.

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Res. 15-11: Approve Service Credit Bonus for Christopher Brake and Tami Wass

Mr. Angelou moved to approve a service credit bonus for Christopher Brake for \$900 and Tami Wass for \$900 at the discretion of the Board and funds permitting as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

MECC – Mr. Spanovich said the Board has a request from Asst. Chief Grossman to remove Part-time Dispatchers Ongaro, K. Wright and Young from probationary status of Dispatcher-Candidate and advance to the level of Dispatcher-Apprentice.

Res. 16-11: Approve Removing Part-time Dispatchers Edward Ongaro, Kiersten Wright and Paul Young from Probationary Status of Dispatcher-Candidate and Advance to Dispatcher-Apprentice

Mr. Spanovich moved to approve removing Part-time Dispatchers Edward Ongaro, Kiersten Wright and Paul Young from probationary status of Dispatcher-Candidate and advance to level of Dispatcher-Apprentice as recommended by Asst. Chief Grossman. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees discussed the budgets as presented by the Department Heads. The Fiscal Officer said the first column is 2011, the second column is 2010 and the third column is what we expended through December 30, 2010. Mr. Spanovich said we don't know as yet what our costs are going to be for health insurance which may change budget figures.

The Trustees went over the Police budget figures with Chief Pocock and had some questions. Chief Pocock said he would get answers and have the answers by the next meeting.

The Trustees went over the Service Department budget figures with Calvin McKnight. He said that this budget includes the rate increase he requested for his employees. Mrs. Stewart said it was agreed that no increases would be given until we put the Fire and Police levies back on the ballot. She suggested it be placed into another account until we revisit the possibility of raises. The Trustees all agreed with this. This will not change the budget figure totals just where the money is placed.

The Trustees went over the MECC budget figures with Asst. Chief Grossman. He said the salary figures are higher because some of the Dispatchers are not at the top of their salary level and are due for step increases. He said he is trying to reduce overtime costs by being appropriately staffed. Mrs. Stewart said she would like to have more detail on the Salary account and IT expense account. Asst. Chief Grossman said we don't know at this time which costing method is going to be selected by the MECC Chiefs. He said he will have the additional information requested by next week.

The Trustees agreed to accept the Police, Service & MECC proposed 2011 budgets and hold the EMS and Fire budgets until the January 18, 2011 meeting.

Res. 17-11: Accept the Police, Service and MECC Proposed 2011 Budgets Until Final Figures Can Be Determined

Mr. Spanovich moved to accept the Police, Service and MECC proposed 2011 budgets until final figures can be determined. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees agreed that a Resolution Declaring it Necessary to Levy a Tax in Excess of the Ten Limitation be approved and sent to the County Auditor to certify to the Board the total current tax valuation of the Township and the dollar amount of revenue that would be generated by the tax for both the Police District and Fire Department. It was agreed that the same rates would apply as on the last levies and be considered for the May 3, 2011 election.

